

# Post on Bulletin Board

## Technician Job Vacancy Announcement

Human Resources Office  
South Dakota National Guard  
2823 West Main Street  
Rapid City, South Dakota 57702-8170

Technician Job Vacancy Announcement Number: **131-13**

Position Title and Number:

Series, Grade:

Type Appointment:

Location of Position:

Salary Range:

Open: **8 August 2013**

**Program Analyst D1010000**

**GS-0343-09**

**Excepted: Enlisted**

**HQ, 196<sup>th</sup> REGT (RTI), Fort Meade, SD**

**\$47,448 to \$61,678 Per Annual**

**Close: 27 August 2013**

### Area of Consideration

1. All Tenure 1 (as defined in block 24 on the SF 50) Technicians of the South Dakota Army National Guard. Applicants must presently be a Dual Status employee or a Non Dual Status employee eligible for Dual status.
2. All members of the South Dakota Army National Guard.

**This is a Temporary Appointment to assist with organizational backlog. Since all competition will be completed through this process, management reserves the right to convert this appointment to a permanent position without further competition. If an On-Board Technician is selected for this position they will receive one of the following Personnel Actions: Temporary Promotion, Temporary Reassignment, Position Change, or a Change to Lower Grade. The initial action will have a Not-To-Exceed Date of 365 days or less. The On-Board Technician selected will maintain their Permanent status. Upon termination of this temporary appointment, the selected individual will be returned to their permanent position or be permanently assigned to this position.**

**DURATION FOR THIS INITIAL APPOINTMENT WILL NOT EXCEED 30 September 2014.**

**NOTE: This Temporary Appointment does not have PCS funds authorized.**

### Instructions to Applicants

1. Applicants must submit the following mandatory documents electronically. Signatures on electronic applications are not required:
  - a. Optional Form (OF) 612, "Optional Application for Federal Employment" or a resume.  
Resume - must include, as a minimum, all the information requested on the OF 612.  
(Only the last four of SSN is required on OF 612, Block 5).
  - b. SDNG Form 335-1-R, "Statement of Military History".
2. Additional supporting documents may include:
  - a. Knowledge, Skills and Abilities (KSAs) - Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.
  - b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.
3. Applicants are responsible to ensure the application is current and contains sufficient information to qualify them for the position. This announcement and applicable forms (OF 612 and SDNG 335-1-R) may be accessed on the SDNG Internet web site at <http://sdguard.ngb.army.mil/pages/Careers.aspx> under "Careers".
4. Email all forms and supporting documentation (KSAs, transcripts, etc) to [nq.sd.sdarnq.list.jobs@mail.mil](mailto:nq.sd.sdarnq.list.jobs@mail.mil). The email must be sent no later than the Closing Date on the Announcement. Late applications will be considered ineligible.

### Equal Employment Opportunity

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

### **Minimum Requirements for Consideration**

**General:** Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

**Specialized experience:** 24 months experience in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work similar or closely related to the work of the position to be filled. A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position to be filled:

- Skill in developing an annual budget using ATRRS Funding Allocation Model.
- Ability to plan, prepare, execute, and assess purchase requests using published USPFO guidelines.
- Ability to plan, prepare, execute, and assess funding strategies at a regional training institute, a TASS battalion, and TASS training companies.
- Ability to interact and advise MACOM-level leadership on the regional training institute's fiscal resources and procedures.
- Ability to provide guidance and instruction to subordinate account managers for proper management of programs.
- Skill to develop and prepare past, current, and subsequent-year program spreadsheets.
- Ability to assist management in the interpretation and utilization of reports and information.
- Ability to develop, collect and maintain data use to initiate planning, programming, and execution of programs.

### **Compatibility Requirements**

Selected individual must be assigned to a compatible military position in the following MOS/AOC within ninety (90) days of effective date of hire: Enlisted: immaterial. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

### **Experience Evaluation**

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration above. These KSAs are those considered essential for successful performance in the position. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process. Should you desire to address any or all KSAs, describe in writing the extent and nature of your experience and attach this material to your application.

### **Evaluation Methods**

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T.

### **Appointment**

The Adjutant General retains exclusive appointment authority of Technicians. No commitment will be made to any nominee prior to a review of his/her qualifications by that office. The issuance of this Job Vacancy Announcement does not constitute a commitment to fill the position.

### **Summary of Duties**

The purpose of this position is to serve as an analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required by the chief to determine feasibility and legality of proposed program and operational plans.

### **Miscellaneous**

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.
2. The National Guard Technician Act of 1968 specifically excludes use of veteran's preference for appointments made under Title 32 U.S.C. Since this appointment is made under 32 U.S.C, veteran's preference is not applicable.
3. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.
4. Appointment to a Technician position may adversely affect various types of military Incentives. See your unit Personnel Office for complete information.

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